



CHAMPIONSHIPS AND ALLIANCES / Division I Men's Basketball Championship Intern

This position is responsible for the administration of specified areas of the NCAA Division I Men's Basketball Championship.

Duties and responsibilities include:

1. Aid the Division I Men's Basketball staff in the administration of the Division I Men's Basketball Championship.

- a. Work with the Houston Local Organizing Committee to unveil the 2023 Final Four logo. Intern will oversee all aspects of the logo launch, including the unveiling event, mementos for attendees and run of show.
- b. Create and author the quarterly Men's Basketball Selection Committee alumni newsletter that updates former committee members on everything men's basketball.
- c. Conduct basketball-related research projects to assist the men's basketball committee during its meetings.
- d. Participate in Men's Basketball Selection Committee meetings to gain insights on the men's basketball tournament, future site selection, future programming and more.
- e. Attend mock selections meeting with the Men's Basketball Selection Committee and learn all aspects of the selection process, including seeding, bracketing and overall protocol.
- f. Use your own basketball experience to provide input during all men's basketball meetings.
- g. General administrative duties, including drafting meeting agendas, scheduling conference calls and shipping.
- h. Assist colleagues with other projects and duties as assigned.

2. Responsibilities relative to the preliminary rounds of the championship.

- a. Attend and assist with a preliminary round site visit to the host city.
- b. Provide on-site assistance at preliminary round site during March Madness, including, but not limited to, game operations, lodging and media.
- c. Assist with selection, ordering and coordination of preliminary round equipment and supplies for participating teams and hosts.
- d. Assist staff on Selection Sunday with duties, including team transportation assistance and conference calls with teams, as well as other necessary duties.
- e. Assist in the production of the administrative manual that is provided to NCAA staff, hosts and men's basketball committee members, detailing various tournament logistics.

3. Responsibilities relative to the Men's Final Four site.

- a. Assist with the preparation of materials for the tournament administration. Update and edit Final Four Host Operations Seminar PowerPoint.
- b. Work with the men's basketball staff to oversee the championship operations of the Final Four.
- c. Point person for correspondence, schedule, credentials and overall creation of the Final Four Family Event held for the families of the participating student-athletes.
- d. Assist men's basketball staff with ancillary events and programs, including Next Generation Sunday, Street Team program and team arrivals.
- e. Oversee the Final Four ball kid program, including ordering apparel, arranging schedules and transportation, and serving as the point person on site.

4. Coordinate the dissemination of information to the Division I Men's Basketball membership, hosts and Division I Men's Basketball Championship participants.

- a. Maintain and update current and future key contacts.
- b. Draft, format and prepare general correspondence, reports, meeting supplements and forms.
- c. Assist with email and telephone inquiries regarding the Division I Men's Basketball Championship.



- d. Update various databases for the men's basketball staff, including the men's basketball committee alumni roster, men's basketball tournament attendance and broadcast data, as well as Transfer Portal information.
- e. Coordinate a tour of the men's basketball championship trophy to member institutions during the basketball season.

5. Assistance with NCAA College Basketball Academy

- a. Assist with communications to high school prospects attending the NCAA College Basketball Academy.
- b. On-site responsibilities include roster changes, management of contractors on-site, assistance with life skills staff and other duties.
- c. Assist with academy registration, athletic assessment and other programming throughout the academy.

Key knowledge interns will gain throughout their internship:

- 1. How to navigate a corporate environment.
- 2. How the 68 teams are chosen for the DI Men's Basketball Tournament.
- 3. How to run an event from start to finish.
- 4. Budget management.
- 5. How broadcast partners, corporate partners and other constituents collaborate with the NCAA to put on the Final Four.

Preferred qualifications and minimum requirements:

- 1. Bachelor's degree (required).
- 2. Ability to prioritize projects and tasks.
- 3. Strong desire to learn and improve.
- 4. Ability to work with little or no supervision, quickly and under pressure (required).
- 5. Proficient skills in word-processing, Microsoft Office software and use of general office equipment.
- 6. Passion for basketball and the student-athlete experience.
- 7. Excellent written and oral communications skills essential.

Principal contacts:

- 1. Men's and women's basketball staffs — daily.
- 2. Tournament host institutions, conferences and local organizing committees — daily.
- 3. Leadership Development department — monthly.
- 4. Division I Men's Basketball Committee — quarterly.
- 5. Division I Men's Basketball Oversight Committee — quarterly.
- 6. NCAA membership — daily.
- 7. General public — daily.
- 8. Other NCAA staff members — daily.
- 9. National Association of Basketball Coaches staff — monthly.